

HOST COACHING TIPS

AS SOON AS PRESENTATION IS SCHEDULED, SCHEDULE HOST COACHING SESSION

Schedule 5-10 minutes to meet with the host/hostess and go over packet in person or over the phone. Be excited, confirm date, time & location of presentation, help with verbiage for inviting guests, brainstorm networks (invite F.R.A.N.K.: Friends, Relatives, Activities, Neighbors, Kids' connections- parents, teachers, etc.), remind them to over-invite, walk through Host Specials (found on tellttheworldnations.com) and tell them you need only 4 things:

1. Make and send you their product wish list from catalogue two weeks prior to the presentation.
2. Invite guests two weeks prior to the presentation, and remind them again three days before the presentation.
3. Provide name and contact info for all guests who said “Yes” or “Maybe.”
4. Prepare a light snack and simple beverage for guests to drink. If nutrition event, serve something simple like cut veggies, sliced green apples, fresh berries.

Ask host what is the best way to contact them in the upcoming weeks (phone, text, email, FB, etc.). Leave it up to the host and move forward with their preferred form of communication.

What to Include in Hostess Packet:

1. Host Specials (print from tellttheworldnations.com)
2. Arbonne Opportunity Brochure (order extras on Arbonne.com - Business Aids)
3. Catalogue
4. 3-5 Order Forms (print from tellttheworldnations.com/events)
5. 1-2 EOA's specific to Host's location, profession, lifestyle, etc. (search & print from success.arbonne.com)

AFTER HOST COACHING SESSION

1. Make sure your Host knows that a personal invitation is the best way to invite their friends and family. However, sometimes text messaging is necessary. Create a text message invitation for your Host to use to send follow up invitations (try to get them to avoid FB Events). There are multiple apps you can use to create by using Photofy, WordSwag, Over, PicCollage, etc.



2. Send a handwritten Thank You Note to host – thanking them for opening their home & inviting their family and friends.

TWO WEEKS BEFORE PRESENTATION

(events absolutely may be booked sooner than two weeks, just adjust suggested timing accordingly)

Follow up with host according to preferred communication method.

1. Ask Host to send you his/her wish list, and remind Host that good attendance will help them to get everything on their list.
2. Schedule a follow up call in one week.

ONE WEEK BEFORE PRESENTATION

1. Tell Host how excited you are about their upcoming presentation.
2. Ask host for names and numbers of guests who either said "Yes" or "Maybe," so that you can call & introduce yourself prior to the presentation. **Remind Host: Guest attendance increases by 80% when the consultant personally reaches out to guests.*
3. Schedule time to meet Host in person to drop off Host Basket/Samples three days before presentation.

THREE DAYS BEFORE PRESENTATION

1. Drop off Host Basket/Samples. Include full RE9 Drop-Kit with 3 Genius Pads & 1 set of Gel Eye Masks, Genius Device & Instructions plus a few favorites that pertain to your host (ex. Fizz, Primer, Hair Serum, Sleep Well Spray, Sunscreen, ABC Baby Lotion, etc.)
2. Ask Host to use the products and be prepared to share his/her two favorite products at the presentation. (You will pick up the night of event.)



ONE DAY BEFORE PRESENTATION

1. Call each of Host's guests:
Introduce yourself, telling them you're excited to meet them, and remind them of start time.
Smile while you're talking – your enthusiasm will translate in your voice!
"Hi Lisa (Guest), I'm Sarah...a friend of Katie's (Host), actually the Arbonne consultant who's hosting with Katie (Host). Just wanted to reach out quickly to introduce myself & see if you are still planning on joining us?" "Awesome! 😊 We will be starting at 7, & I like to start right on time. I will be sure to have a hot towel ready for you when you get there. I can't wait to meet you; see you tomorrow night!" 😊

***If you reach the guests voicemail, leave the same message & ask them to text you to let you know if they will be joining.

2. Call Host and confirm headcount & answer any questions he/she may have at that time. Remind Host how excited you are!

Be excited! We get paid to party! Make your event fun and enjoyable for host and guests!